

LAYC Career Academy
Meeting of Board of Trustees
3224 16th St NW, Washington DC 20010
June 6, 2019

Attendees

LAYC Career Academy Board Members: Liz Burrell, Kate Brannon, Linda Moore, Emmanuel Caudillo, Lori Kaplan

Absent Board Members: Ana Hageage

LAYCCA staff: Nicole Hanrahan

LAYCCA Contractor: Mohammad Bashshiti

Guest: Juan Carlos Pereira, prospective trustee

Item/Subject		Discussion	Action/Proposed Action
1.		Meeting Called to Order by Liz Burrell, Chair	6:15pm
2.	Approval of 4/4/2019 Meeting Minutes Approval of 5/21/2019 Meeting Minutes	All minutes were approved unanimously The May 21, 2019 minutes were for the approval of the FY20 budget and the salary changes for Nicole Hanrahan, Executive Director.	Emmanuel Caudillo offered a motion to approve the April minutes. Motion was seconded by Lori Kaplan and approved unanimously. Emmanuel offered a motion to approve the May minutes. Motion was seconded by Lori Kaplan and approved unanimously
3.	Financial Report	Mohammed Bashshiti presented the Financial Report for the period ending 4/30/2019. The school currently has \$1.8 in cash and is forecasted to end the fiscal year with \$1.3 on hand. The revenue is less than what is indicated on the revised budget through the first 10 months of SY2018-19. However, lower than budgeted expenses created a positive variance in the bottom line.	Liz Burrell requested a Mohammad provide tutorial/detail explanation of financials at next meeting

4.	Succession Plan	<p>Nicole presented the succession plan which ensures the following major components are included:</p> <ol style="list-style-type: none"> 1) Transition in senior leadership will not cause the organization to reexamine its strategic direction 2) Board development 3) Identify 1-2 staff members who have the potential to become ED and develop plan to support their growth. 4) Identify 5-10 most important relationships which ED manages and transition to relationships being co-managed by ED and other staff <p>Board agrees more input is needed and to continue to add detail to this document</p> <p>Nicole to send out a google doc to the rest of the board for future input and we'll review and finalize in the August meeting</p>	Nicole to send out a google doc to the rest of the board for future input and we'll review and finalize in the August meeting
5.	Executive Director's Report	<ul style="list-style-type: none"> • Nicole Hanrahan announced accreditation was attained effective May 1, 2019 and is good for 7 years. A celebration is planned for July 19th with students between 11-12pm • On track to meet Charter Goals; Overall expecting a solid Tier 2 status on PMF • Withdrawal rate significantly improved over the past year in comparison to last. • Net enrollment has also increased by 10% in comparison to last year. • Alternative part-time program is available students to allow for flexibility in schedule • Working with students to makes sure they have a strong voice in programming • Director of Academics has worked with faculty to develop curriculum with more clear expectations • Student support specialists reach out to students each time there is an absence to improve retention 	

		<ul style="list-style-type: none"> • Meeting with OSSE confirmed that the final regulations regarding alternative rate will be available soon. Those with high school education will no longer be at the alternative rate. No changes for 2019-2020 but implemented for 2020-2021. • Staffing changes discussed. Brand new coordinator for medical assistant program • June 28th prep meeting for PCSB • July 12th PCSB meeting to discuss N size of pathway cohorts and charter goals • LAYCCA applied for pro bono board development technical assistance from Compass. 	
6.	Board Development	Lesley Lopez, a former academy student and current student at Trinity University, introduced herself and confirmed her interest in joining the board.	Lesly Lopez was unanimously voted onto the board.
		Meeting Adjourned at 8:22pm	

Action items:

- Mohammad will prepare a 20-21 projection based on the lower per pupil funding
- Nicole to create a google doc for the succession plan to gather more input from the Board
- Board development – Emmanuel to do June newsletter; Nicole mentioned staff/students would like to hear about what board is doing at assembly; Liz suggested community project/team building activity. Board pizza day/once a month. All to think of ideas about project.
- Kate to send out board check in list to group

LAYC Career Academy
BOARD OF TRUSTEES MEETING MINUTES
3224 16th Street NW
Washington, DC 20010
August 29, 2019

Attending:

LAYCCA Board Members: Kate Brannon, Liz Burrell, Lori Kaplan, Linda Moore, Ana Hageage

Absent Board Members: Emmanuel Caudillo, Lesly Lopez

LAYCCA Staff: & Contractor: Nicole Hanrahan, Ashley McQueen & Muhammed Bashshiti

Guest: Juan Carlos Pereira, prospective trustee

Item/Subject			Discussion	Action/Proposed
1.	Opening		Meeting called to order by Liz Burrell	6:18 p.m.
2.	Review and approval of June meeting minutes			Ana offered a motion to approve the June minutes. Motion was seconded by Kate and approved unanimously.
3.	Financial Update		Following up with his commitment to provide an explanation of terms in the financial report, Muhammed Bashshiti presented the financial report for the period ending June 30, 2019. At the end of this period, the school had \$1.4 M of cash in hand. Revenue was less than forecasted in the revised budget. However, expenses were less than budgeted, thus creating a positive variance in the bottom line of \$179K. The balance sheet shows that the school has sufficient cash on	Juan Carlos Pereira requested additional metrics that address only operations. Lori asked whether the excess cash is generating interest income. Mohammad replied affirmatively and added that the board might want to consider an investment policy. Mohammad agreed to forward a sample investment policy.

			hand.	
4.	Board Development	Juan Carlos Pereira	Juan Carlos Pereira, who was introduced at the last board meeting, has agreed to serve as a trustee	Kate presented a motion to appoint Juan Carlos to the board of trustees. The motion was seconded by Linda Moore and was approved unanimously. Juan Carlos will forward his bio, which will be posted on the website.
		Equity and Student Data	<p>Ana reviewed some school data:</p> <p>GED and student progress outcomes, by race, gender by parenting status, employment at entry, country of birth, attendance rate</p> <ul style="list-style-type: none"> • Two years of data at present • Some duplication in numbers (descriptive) • Looking into the way data is collected and querying based on more detailed indicators • Currently no surprising trends 	Ana will follow up with Amber to determine how to proceed.
		Board Recognition for Bruce Beuzard as Microsoft Excel National	He placed first in the national Microsoft Excel National Championship	Board members agreed to give a gift card and a plaque to Bruce and to recognize him at an upcoming assembly

		Champion		
		Board Strategic Plan Goals	Kate reviewed the draft of the strategic plan tracking document. Linda suggested including benchmarks in the document. Ana recommended including priorities in the document, e.g. internships and jobs, fundraising, raising school's profile through advocacy, recruiting more board members, trustees connecting with students and staff	Liz agreed to forward the operational strategic plan document.
		Upcoming Events	<p>1. Community Day visits to the school</p> <p>2. Monthly newsletter to staff</p>	<p>1. Trustees scheduled to attend: Sept. 27 --Liz Oct 25 -- Lori Nov. 26 – Kate Dec. – Ana</p> <p>2. Trustees agreed to contribute newsletter columns for the balance of 2019: Sept -- Kate; Oct -- Juan; Nov -- Lesly; December -- Emmanuel</p>
5.	Executive Director Report		Nicole provided a brief overview of her written monthly ED report	
6.	Review of Board Goals			Trustees will revise their goals and send by Friday 9/13/2019
7.	CMO Agreement		Career Academy has saved \$23K as a result of the revised CMO agreement.	Juan made a motion to approve the revised agreement; Kate seconded; and motion passed with unanimous approval.

8.	ED Goals		Nicole presented her goals as ED for the new school year: marketing and communication focus; student engagement goal; recruiting two additional board members; increase in fundraising over 2018-2019; outreach & networking goal; professional development goal; increase enrollment	
9.	LAYCCA Lease		The landlord has returned the proposed lease with 1.5% increase; he has requested that the new lease include payment for the academy's exclusive use of the basement; two classrooms are in the basement and the academy uses the cafeteria.	By consensus, the board charged the ED to negotiate with the landlord in an attempt to limit the lease changes to the 1.5% increase.
10	ED Succession Plan		Trustees agreed that the draft succession plan is sufficient and will serve as a working document with additions to be made as needed.	Motion made to approve succession plan. Unanimously approved 8:35pm
11	Meeting adjournment			Meeting adjourned at 8:36pm

Follow-up:

1. Ashley will send email invitations to remind trustees who have committed to attending Community Days.

2. Nicole will distribute to trustees a list of health clinics that the school is working with for purposes of recruiting internship sites.
3. Trustees will revise their goals and send Friday 9/13/2019.
4. Ashley will send to trustees the school email addresses of staff.
5. Nicole will research whether FOCUS or DCPSB have scheduled upcoming board trainings.

**LAYC Career Academy
BOARD OF TRUSTEES MEETING
MINUTES
3224 16th Street NW
Washington, DC 20010
October 24, 2019**

Attending:

LAYCCA Board Members: Kate Brannon, Lori Kaplan, Linda Moore, Juan Carlos Pereira, Ana Hageage, Justin Lofton

Absent Board Members: Elizabeth Burrell, Emmanuel Caudillo, Lesly Lopez

LAYCCA Staff: Nicole Hanrahan, Bernadette Kreh

Contractor: Mohammad Bashshiti (Building Hope), Monique Booker (SB & Company)

Item/Subject		Discussion	Action/Proposed
1.		Meeting called to order by Lori Kaplan.	6:18 p.m.
2.	Review and Approval of the August meeting minutes		Kate Brannon made a motion to approve the minutes. Motion was seconded by Ana Hageage and was approved unanimously.
3.	Financial Update	Mohammed Bashshiti presented the financial report for the month ending August 31, 2019. There is a projected net income of \$139K. The school had 175 days off cash on hand and a healthy balance sheet.	
4.	Presentation of the draft financial audit for the year ending June 30, 2019.	Monique Booker presented a draft of the financial audit report. SB & Company is planning to issue an unmodified opinion. The auditors discovered no instance of fraud and identified no material weaknesses in internal controls. Ms. Booker emphasized the implications of Not-for Profit Entities (Topic 958). The school experienced a loss during SY 2018-19, primarily because it experienced a decrease in projected enrollment but anticipates ending in the black for the current year.	Juan Carlos Pereira and Linda Moore volunteered to serve on the audit committee. SBC will complete the draft and will submit the final copy to the board for its approval. The audit report is due to be submitted to PCSB by 12/1/2019.
5.	Introduction of prospective student trustee, Justin Lofton	Mr. Lofton is a student in the IT pathway. He summarized his experiences at LAYCCA and expressed	Ana presented the motion to elect Justin Lofton as a student trustee. Juan

		an interest in serving on the Board of Trustees.	Carlos provided the second and the motion was passed unanimously.
6.	Strategic Discussion Stakeholder Analysis	Nicole Hanrahan explained that the stakeholder analysis was prompted by the development of a marketing plan and seeks to identify groups and individuals that have the potential for a high level of power or interest in the school.	Trustees identified a list of stakeholders who should receive regular communications from the Academy.
7.	ED Performance Review Discussion	Trustees shared the comments that they included in Nicole's performance evaluation.	
9.	Executive Director Report	Charter goals were met for the year and achieved solid tier 2 status on the PMF. Enrollment exceed projections in the budget. The school has applied for a grant from New Profit Inc. The school will apply to be included in the Catalogue of Philanthropy.	
10.	Board Goals	Trustees reviewed their annual goals.	

Follow-up Needed:

1. The audit committee will review the audit report and the 990 prior to the submission due date.
2. Nicole and Bernadette will continue to develop the school's marketing plan